

## **How to Use Discord**

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# Chapter 1. Discord Description

Discord is an app where you can create or join a community and talk with the other members via text, voice, and videos.

## Servers

Discord communities are called servers. Inside each server, there are multiple text and audio channels. Think of the server as a building, and the channels as public rooms inside the building.

## Channels

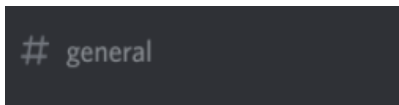
Channels are the places where conversations happen.

The name of the channel indicates the topic of the conversation. If you enter a channel with the name `#pets`, the content should be about pets. There are several types of channels, but the two you are most likely to use are text and audio.

## Text Channels

Text channels have a hashtag in front of the channel name.

Figure 1. Example of a text channel



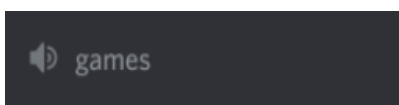
The conversation in a text channel is text-based, but may include:

- links to external websites or videos
- photos
- screenshots

## Audio Channels

Audio channels have a speaker in front of the channel name

Figure 2. Example of an audio channel

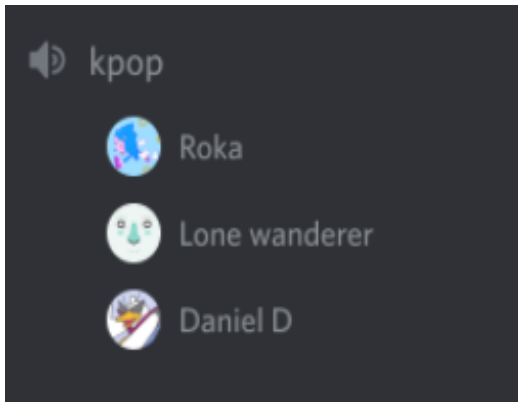


The conversation in an audio channel is voice and/or video based and may include:

- voice chat
- live screen share
- video conference

When an audio channel is in use, you will see the profile pictures of other members currently in the channel.

Figure 3. Audio channel in use



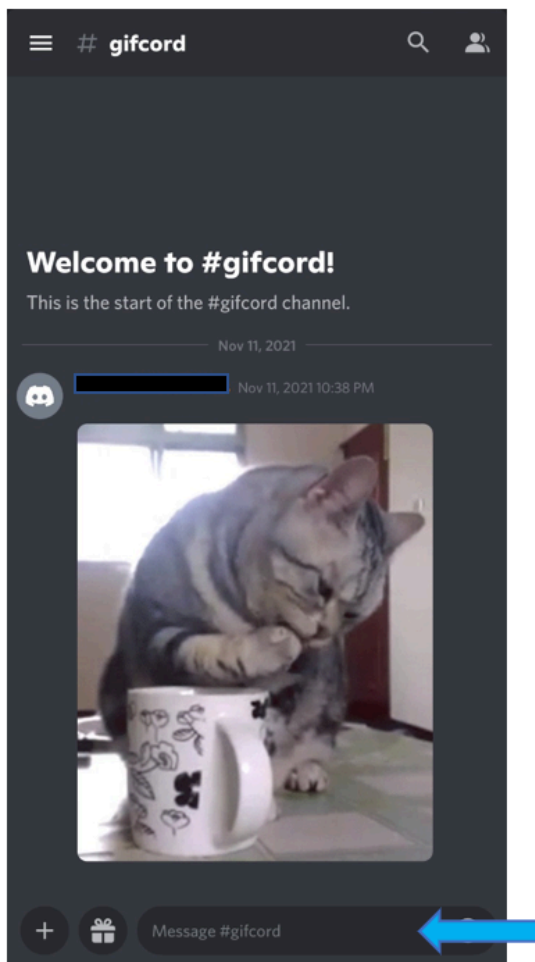
## Chapter 2. Communicating with Others

### Chat in a Text Channel

1. Touch the name of the channel.
2. Touch the message text box, then type your message.
3. Touch the Send button. It looks like a right-pointing arrow.

Your message will appear above the message text box. You have joined the conversation.

Figure 4. Message text box

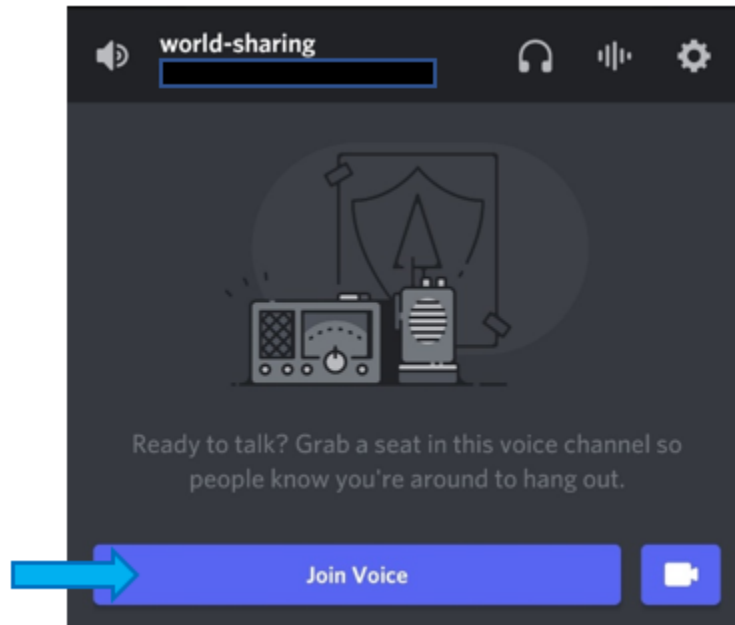


### Chat in an Audio Channel

## Voice Chat

1. Touch the name of the audio channel where you want to join the conversation.
2. A pop-up window will appear. Touch the **Join Voice** button.

Figure 5. Pop-up window to join audio channel

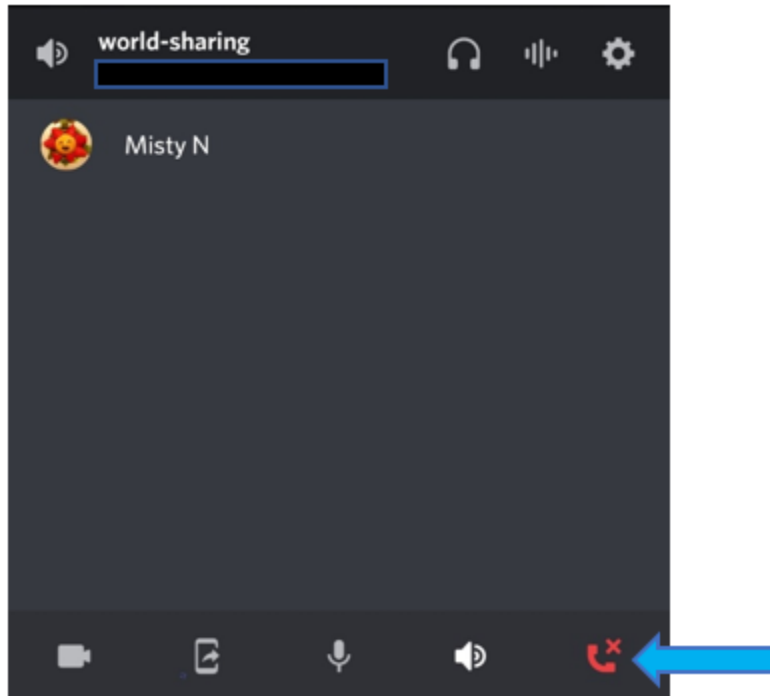


3. A second pop-up window may appear asking whether you will allow Discord to record audio. To set the permissions, touch the appropriate choice:
  - While using the app
  - Only this time
  - Deny

## Exit Voice Chat

1. Touch the **Disconnect** button.

Figure 6. Disconnect button to leave voice chat

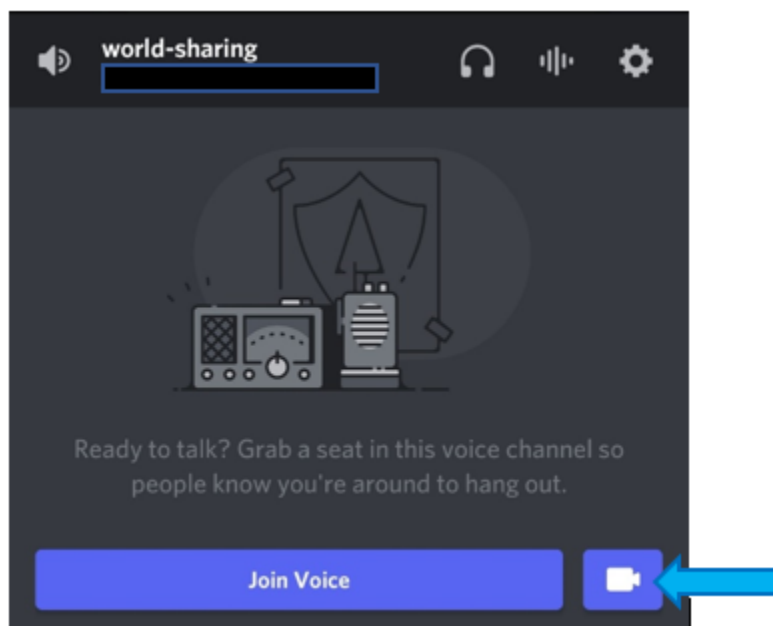


## Video Chat

1. Touch the name of the audio channel where you want to join the conversation.
2. A pop-up window will appear. Touch the video button. It looks like a video camera.



Figure 7. Join video chat button

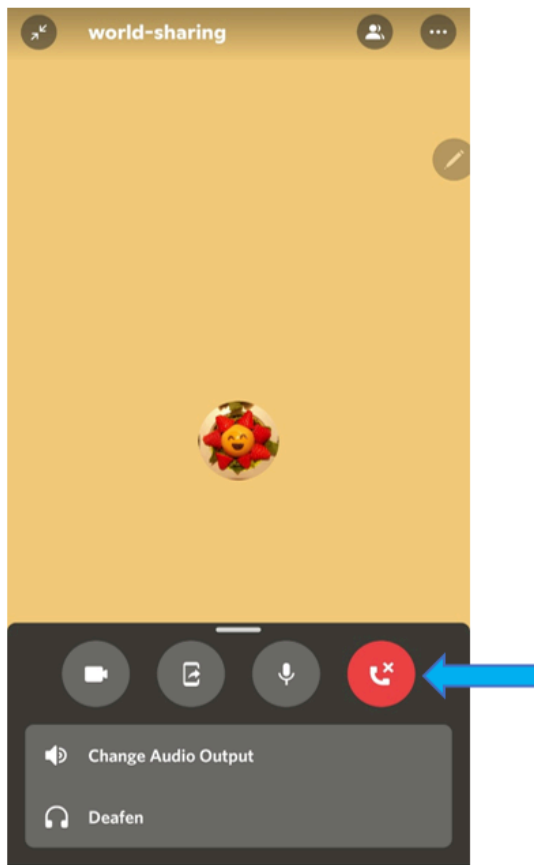


3. A second pop-up window may appear asking whether you will allow Discord to take pictures and record video. To set the permissions, touch the appropriate choice:
  - While using the app
  - Only this time
  - Deny
4. A third pop-up window may appear asking whether you will allow Discord to record audio. To set the permissions, touch the appropriate choice:
  - While using the app
  - Only this time
  - Deny

## Exit Video Chat

1. Touch the **Disconnect** button.

Figure 8. Disconnect button to leave video chat



**Note:**

If the **Disconnect** button is not visible, you may need to touch your screen to make the context bar appear, then touch the **Disconnect** button.

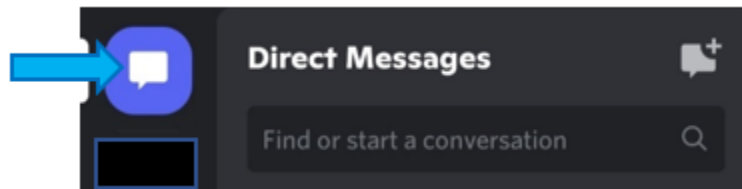
## Direct Messages

Direct messages are direct, private conversations with other members. If you think of the server as a building and channels like public rooms inside the building, a direct message creates a closed, invitation-only space. Think of it like an office.

When you send a direct message to another member:

- Discord will create a room for the conversation in the **Home** server.

Figure 9. Discord Home server

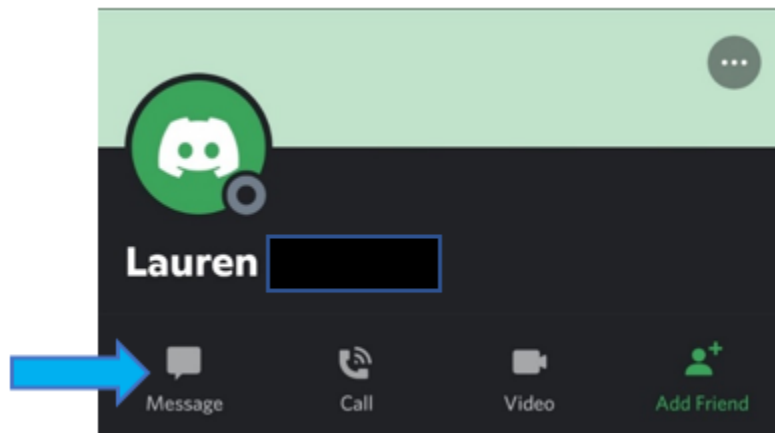


- Each conversation will appear under the **Direct Messages** list, along with the profile picture and username of the member with whom you are having the conversation.

## Send a Direct Message to an Individual

1. Long press on a member's profile picture.
2. Touch **Message**.

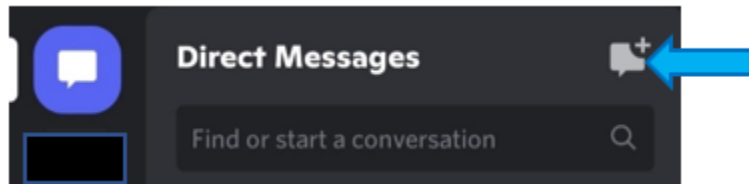
Figure 10. Message button on member context menu.



## Send a Direct Message to a Group

1. Touch the **Home** server.
2. Touch the **Invite friends to message**. It looks like a chat bubble with a plus sign in the upper-right corner.

Figure 11. Invite friends to message button



3. Select the members you want to include in the conversation. You can select up to 9 members.
4. Touch the **Send** button.

Instead of a single profile picture and username, a Group Direct Message conversation displays:

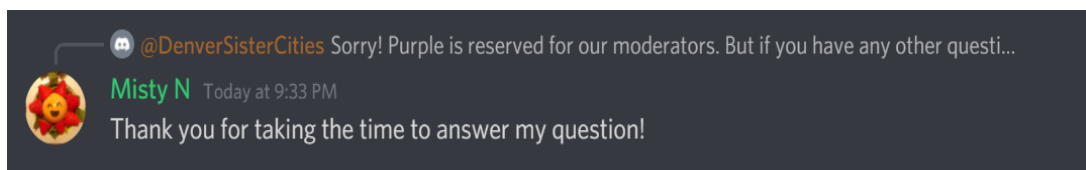
- a generic profile picture indicating multiple members
- a room/conversation name instead of a username
- the number of participants in the room/conversation

## Reply to a Message

1. Long press the other member's message. A context menu will appear.
2. Touch **Reply**.
3. Touch the message text box, then type your message.
4. Touch the **Send** button.

Your reply will appear with a link to the original message.

Figure 12. Reply linked to an original message



### Note:

If you click on the link, it will take you to the original message.

## Delete a Message

1. Long press the message you want to delete. A context menu will appear.
2. Touch **Delete**.
3. A deletion confirmation window will appear. Touch the red **Delete** button.

Your message will be removed from the chat.



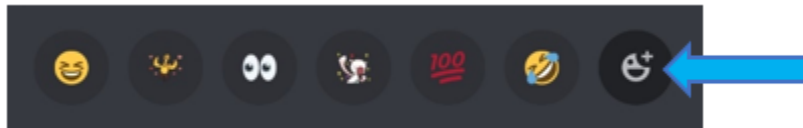
**Note:**

Depending on permission settings, you may only be able to delete your own messages. However, other members (such as moderators and administrators) may have permissions that allow them to delete messages posted by other members.

## Add an Emoji to Another Member's Message

1. Long press the other member's message. A context menu will appear.
2. Select an emoji. If the emoji you want is not displayed, touch the Emoji button. It looks like a smiley face with a plus sign in the upper right corner.

Figure 13. Add Reaction button



3. A pop-up menu will appear. Touch the desired emoji.

## Pings and How to Ping

A ping is a message to another member meant to draw their attention to a specific conversation or item.

### Ping a Member

1. Type the @ symbol in the message text box. A list of available members will appear over the message text box.
2. Begin typing the username of the member you want to ping. Continue to type the username until the desired name and profile picture appear over the message text box.

Figure 14. Members search



3. Touch the desired name.
4. Type the rest of your message (if any), then touch the **Send** button.



**Note:**

Depending on permission settings, you may be able to send a ping to an entire group, such as **@Moderators** or **@Administrators**. If the option to ping an entire group is available, the group name will appear in the list of member usernames.

Discord will:

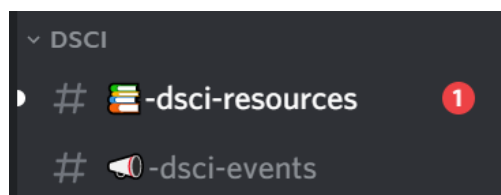
- notify the pinged member that they have new mentions

Figure 15. New mentions general notification



- place a red number next to the channel containing the ping

Figure 16. New mention channel notification



- highlight the ping in yellow

Figure 17. Highlighted message



**Note:**

Depending on the member's notification settings, they may receive an audio notification on their phone.

# Chapter 3. Sharing Media

## Upload a Picture

You must have a picture or file you want to upload. The file should be saved in an easy to find location on your phone.

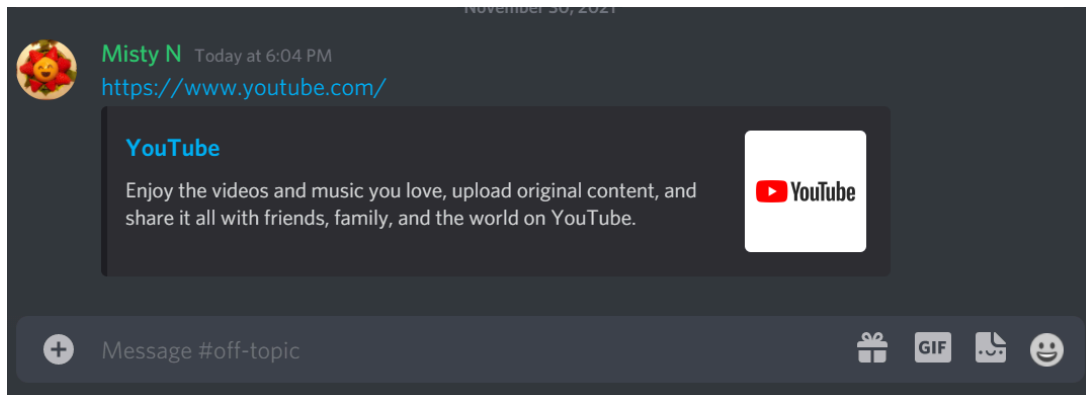
1. Touch the plus sign icon to the left of the message text box.
2. Navigate to the file you want to upload.
3. Touch the file, then touch the **Send** button.

## Link to a Website

1. Navigate to the website.
2. Copy the URL from the location bar. *Example:* <https://www.youtube.com/>
3. Paste the URL into the text message box, then touch **Send**.

Your link will be posted in the channel.

Figure 18. Example of a posted link to a website



### Note:

If you want to add a description or a comment to your link, create a separate message either above or below the link. If there is an active conversation, you must post the link and the comment quickly to keep the two items next to one another.



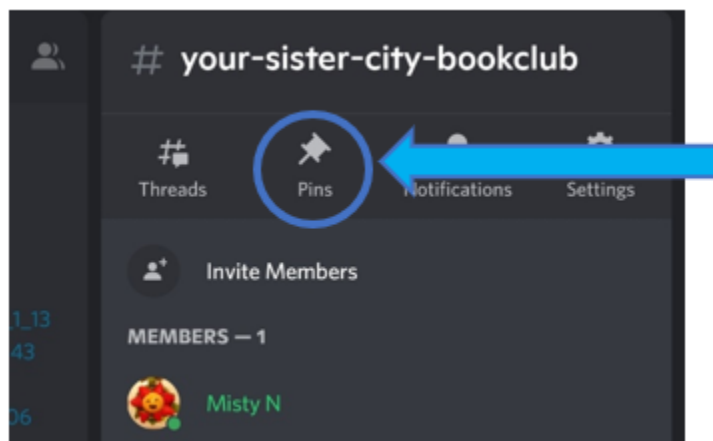
## Pins

A pin "pins" messages to the top of a channel, making the information easy to find. Think of it like a sticky note.

### Look at Pinned Messages

1. Touch the name of the channel where you want to check the pins.
2. Swipe left.
3. Touch the **Pins** button. It looks like a thumb tack or pin.

Figure 19. Pins button



4. If there are multiple pinned messages, swipe down to navigate through them.

### Pin a Message

Create and post the message to the channel.

1. Long press the message you want to pin. A context menu will appear.
2. Select **Pin** from the context menu.
3. A pop-up window will ask if you are sure you want to pin the message. To confirm, touch the **Pin** button.



#### Note:

If you need to pin an item but the pin option is unavailable, ask for help. Some members (such as moderators and administrators) may have permissions that allow them to pin messages in



channels where the pin option is unavailable to others. See: [Direct Message a Moderator \(on page 20\)](#).

*Example:* If you are part of a book club that meets in a Discord channel, it may be helpful to pin information like the date and time the book club meets, or a link to the current book the book club is reading.

## Unpin a Message

1. Navigate to the pinned message in **Pins**. See: [Look at Pinned Messages \(on page 17\)](#)
2. Long press the pinned message. A context menu will appear.
3. From the context menu, select **Unpin**.
4. A pop-up window will ask if you are sure you want to remove the pinned message. To confirm, touch the **Unpin** button.

# Chapter 4. General Use

## Turn Off Notifications

When you choose to join a Discord community, there can be a significant amount of conversation and notifications, including messages that push to your phone and audio pings. If the conversation is too "loud" you can always adjust your notification settings.

1. Long press on the server.
2. Select **Notifications** from the context menu.
3. The **Notification Settings** screen will allow you to adjust your notification settings, including options for:
  - mute the server entirely for a specified length of time, or until you turn notifications back on
  - select if you want to be notified for
    - all messages
    - only pings specific to you (@YourMemberName)
    - nothing
  - suppress server or channel-wide messages directed to @everyone and @here
  - disable mobile push notifications

## Add a Friend

1. Long press a member's profile picture.
2. Select **Add Friend** from the context menu.



### Note:

Discord will send a message to the member notifying the member of your request. The other member must accept your friend request before their username and profile picture will appear under **Friends**.

# Chapter 5. When You Need Help

## Using Discord Features

If you are not finding the information you need here, other Discord help resources are:

Resource	How to Access
Discord Help	Use an internet browser to search for Discord Support.
Melia2323	Contact Melia2323 and request an item be added to this guide.

## Moderator

Whenever you have a large group of people in one place, you will also have misunderstandings and conflict. Moderators can settle disputes, delete messages, and discipline or ban members displaying bad behavior. If you need assistance, there are several ways to contact a Moderator.

## Ping a Moderator

See: [Ping a Member \(on page 13\)](#)

If you ping a moderator, there is no need to describe the context or location. Discord will notify the moderator what channel the ping is in.

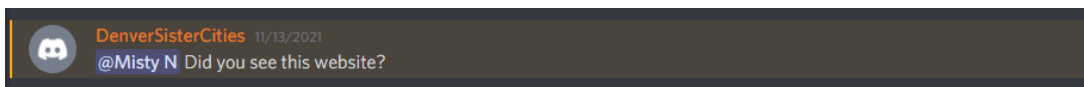


### Note:

The ping is text and will be visible to other members. This is not a way to privately contact a Moderator.

*Example:* If you notice someone selling knock-off sunglasses in a channel named #pets, you can add a new post and include a ping. If the message is older and further back in the conversation, you can reply to the original message and include a ping in your reply.

Figure 20. Sample ping message



## Direct Message a Moderator

If you want to contact a Moderator in a way that is not visible to other members, send a direct message.

See: [Send a Direct Message to an Individual \(on page 11\)](#)

If you notice someone selling knock-off sunglasses in a channel named #pets, you can send a direct message with information about the channel, the other member, and the context. *Example:* "Can you please come to #pets and look at the messages from SellingSunglassesCheap?"

**Note:**

Take a screenshot of the message if you can and include it in your direct message to the Moderator. See: [Upload a Picture \(on page 16\)](#). It can be difficult for a moderator to take appropriate action if the member deletes their message and there is no record of bad behavior or breaking the rules.